

Job Description

City of Hannibal

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then a change in the job description can be initiated at any time by either the incumbent or the supervisor. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

Position title: Mechanic

Pay Grade & Range: Grade 9

Department: Street Department

Exempt/non-exempt status: Non-exempt (eligible for overtime pay)

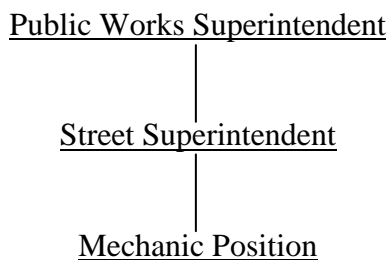
Job description most recently created, updated, or checked when: 11/21/14

Updated or checked by (who): Brian Chaplin

Primary purpose of position:

- ◆ Maintenance, certification, and repair of City vehicles
- ◆ Maintenance and repair of mechanical equipment for City departments
- ◆ Specific job role in department in addition to above. A Mechanic in the Street Department, may also serve as Maintenance Worker I. Because of the combination of duties, a mechanic position is rated more highly for compensation.

Reporting relationship:



Main responsibilities:

- ◆ Maintain, and repair City vehicles including trucks, cars, power generators, hydraulic equipment, and engines
- ◆ Troubleshoot problems with vehicles or equipment
- ◆ Maintain department equipment and tools used by Mechanics or others
- ◆ Check major vehicle systems and perform regular vehicle maintenance including motors, transmission, front end, exhaust, coolant systems, brakes, tires, and customized equipment

- ◆ Check emergency equipment regularly as required such as Emergency Operations Center and Stationary Generators
- ◆ May modify or customize equipment to serve a specific purpose
- ◆ May be asked to perform minor vehicle body repairs and paint vehicles
- ◆ May clean vehicles after service
- ◆ Maintain all City vehicles to meet inspection standards (except those in BPW) and obtain official vehicle inspections
- ◆ Winterize seasonal equipment prior to storage
- ◆ Prepare City vehicles for general winter use
- ◆ Prepare some vehicles for specialized winter use such as added snow plows
- ◆ Remove specialized winter equipment in the spring season
- ◆ May be asked to participate in Safety Committee meetings and projects
- ◆ Track inventory of parts, locate sources, order, maintain, and restock supplies or parts as directed
- ◆ Keep daily and monthly maintenance records regarding vehicles and maintenance work
- ◆ Assist Department Head with budget for maintenance and repairs of vehicles
- ◆ Train and coach coworkers to assist in mechanics duties
- ◆ Coordinate with other City departments to perform services for their vehicles
- ◆ This job description does not list all possible duties. Each Mechanic has a job role within their department in addition to the Mechanic functions listed above (see the job description for that role for more information). A Mechanic will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Comfort or hazards of the normal work environment:

Mechanics may be working indoors comfortably, driving for extended times, or working outdoors in strong wind, cold, or heat temperature extremes. Safety procedures must be followed especially while using power tools, heavy equipment, dangerous chemicals, tools, and various complex vehicles.

Comfort or hazards of the normal work environment (con't):

Mechanics are hourly workers scheduled by shifts. Usual duty hours are in accordance with their own department.

Job qualifications:

Education

- ◆ High school or GED completion is required
- ◆ Some college is preferred
- ◆ 1 year of automotive and diesel technical school required, or combination of training and experience
- ◆ Specific training in mechanical skills and safe driving training is preferred.

Experience

- ◆ 1 year of mechanic experience
- ◆ Previous truck driving or heavy equipment operation experience is preferred

Knowledge Skills and Abilities

- ◆ Positive attitude
- ◆ Attention to detail
- ◆ Teamwork Initiative and high level of energy
- ◆ Learning aptitude and desire for continuous learning

- ◆ Knowledge of vehicle repair reference materials and information resources
- ◆ Integrity
- ◆ Organization and tidiness, attention to detail
- ◆ Articulate clear speaking skills
- ◆ Basic writing skills to document work
- ◆ Ability to get good information about an equipment problem from the most recent user/driver
- ◆ Troubleshooting skills to diagnose a mechanical problem quickly
- ◆ Legible writing
- ◆ Ability to read service manual text and drawings
- ◆ Dependability while working with minimal supervision
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Welding and cutting torch skills
- ◆ Knowledge of gasoline and diesel engines
- ◆ Ability to tolerate long hours
- ◆ Good observational skills to identify possible hazards
- ◆ Skill in reading gauges

Knowledge, Skills and Abilities

- ◆ Knowledge of safety equipment and procedures
- ◆ Skill in use and repair of department equipment such as sign machine, brush hog, weedeater, riding mower, weed sprayer, concrete saw, jackhammer, vibratory packer, pothole patcher, chipper, chain saw, core drill, torch, welder, power jacks and lifting equipment

Equipment typically used in this job:

- ◆ Mechanics may use a torch, welder, electric saw, chisel, ax, numerous hand tools, and other power tools and equipment specific to their department
- ◆ Basic tools to be provided by employee

Physical requirements:

- ◆ Lift and carry 90 pounds
- ◆ Climb stairs or ladders
- ◆ Vision acuity, peripheral vision
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Ability to stand for long periods
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for temperatures and wind outdoors
- ◆ Additional physical requirements specific to their role in the department

Certifications training or licenses required:

- ◆ Valid Driver's License required
- ◆ Class B CDL preferred
- ◆ Technical training in vehicle repair and maintenance
- ◆ National Institute of Automotive Service Excellence (NIASE) certifications preferred
- ◆ Additional certifications specific to their role in the department

Training and development recommended:

In addition to training specific to their role in the department, Mechanics may attend training about vehicle maintenance, equipment maintenance, new products, and new tools